

November 19, 2010

Dear Parents/Guardians:

Welcome to my class! I am so excited to partner with you this year in making sure that your child receives the best education possible. First grade is such an important year in your child's development and I am honored to be able to guide him/her through it. I look forward to meeting and getting to know you at our open house, reading night, and parent night this fall!

I wanted to share with you some of our classroom rules so that you know what can be expected of me and what I expect from your students. Our classroom rules are as follows:

- Respect the classroom, your classmates, and the teacher.
- Come to class prepared.
- Be quiet and active listeners when someone is speaking.
- Have a positive attitude.
- Have fun!

I incorporate the use of a stoplight system in my classroom. Each student has a clothespin and starts the day out on green. If a rule is broken, the student moves to the top of green, then yellow, then red. If a student does not have to move his/her clothespin for an entire week, he/she is allowed to draw a prize out of the treasure box. At the end of the day, I hand out a small treat to the students who have behaved well for the entire day. Each time a student moves up on the stoplight, he/she owes me 5 minutes of recess time. If a student reaches red by the end of the day, he/she is sent to the principal's officer for further discipline. If there is ever a serious discipline issue such as fighting, bringing prohibited items to school, etc., the student will immediately be referred to the principal's office.

I base my classroom on respect. I like to start each day with a clean slate, believing that we all deserve the chance to have a better day. I am looking forward to getting to know each of your students and will work very hard to ensure that they learn to their fullest potential. I work hard and expect the same of my students. We will surely have a really fun and exciting year with lots and lots of learning!

If you have any questions or need to contact me for any reason, please feel free to email me at Brittany.n.baker@gmail.com or call the school at 123-456-7890 after 3:30 PM.

Sincerely,

Brittany Baker

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